

## Concurrent Enrollment Procedures

Concurrent enrollment (for 1 or 2 classes per semester) is available to high school seniors\* who have demonstrated the academic ability to benefit from course offerings by the College. If you are in academic difficulty or have been expelled or dropped out of high school, you are not eligible for this program.

\*An exception may be made if you demonstrate exceptional academic ability and will be able to function appropriately in a college classroom.

### **6 Easy Steps**

1. Complete the attached Concurrent Enrollment Application. **This must be done before each semester you attend NCC and are enrolled in high school.** The signatures of 1) a parent or guardian, 2) a Guidance Counselor or Principal, and 3) the Superintendent of School District are needed before submitting form to NCC Admissions Office.
2. Complete the attached NCC Admissions Application and submit \$25 fee (only before initial enrollment) to the Admissions Office.
3. Request that an official copy of your high school transcript be sent directly from your high school to the NCC Admissions Office; your file will not be complete until the Admissions Office receives your transcript.
4. Speak with an Admissions Officer (via phone or in person) to discuss enrollment, course pre-requisites, preparedness for college, etc.
5. Take the NCC English or Math placement test if you are enrolling in a class that has an English or Math prerequisite that is not satisfied by SAT score or completed coursework. See attached schedule of testing times.
6. Submit a Course Registration Form to the Office of Records and Registration (or the Monroe Campus Main Office), pay tuition, purchase textbook(s) and obtain photo ID.

*NCC has the right to refuse admission to any specific class or program. Enrollment in all classes will be on a space available basis, and requires all prerequisites be met prior to registration.*

*Students qualifying for concurrent enrollment are subject to all College policies and procedures.*

**Please note:** If you intend to enroll at NCC after high school graduation, you should submit a Change of Major Form to the Admissions Office.

## Concurrent Enrollment Application

(must be completed each semester attending NCC before high school graduation)

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ MI \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Phone ( ) \_\_\_\_\_ Social Security # \_\_\_\_\_

High School \_\_\_\_\_ Graduation Date \_\_\_\_\_

I am a \_\_\_\_\_ New Student or I \_\_\_\_\_ Previously Attended as a Concurrent Student (check one)

I plan to enroll at NCC: (circle one and indicate year)

Fall (Aug.) \_\_\_\_\_ Spring (January) \_\_\_\_\_ Summer (May or June) \_\_\_\_\_

I have discussed concurrent enrollment with the people who signed below and have their approval to attend. My background or experience which qualifies me to enroll at NCC is:

\_\_\_\_\_  
\_\_\_\_\_

Course(s) I would like to take at NCC are \_\_\_\_\_

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

We, the undersigned, give our approval for the concurrent enrollment of the above named student at Northampton Community College.

**Parent or Legal Guardian** \_\_\_\_\_

**High School Guidance Counselor or Principal** \_\_\_\_\_

**Superintendent of School District** \_\_\_\_\_

\*\*\*\*\*

NCC Admissions Counselor \_\_\_\_\_ Date \_\_\_\_\_

Placement Test codes \_\_\_\_\_ H.S. GPA \_\_\_\_\_

Comments \_\_\_\_\_

Decision \_\_\_\_\_